

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 August 1957

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 35, 20 August - 27 August 1957

25X1

1. [] is attending Americans Abroad (SE Asia) which started 26 August.

2. The Office of Personnel submitted their training requirements to the Registrar. This envisions approximately [] students for Operations Support during the next twelve month period. The Registrar was advised that these students can be accommodated during the coming 25X1 five courses.

3. [] will inquire on 27 August of Mr. Patrick Coyne, NSC staff member, if he will be available to give the lecture on the National Security Council in Administrative Procedures. This is in accordance with Mr. Coyne's offer to guest lecture in OTR. 25X1

4. Following a preliminary discussion with the Chief, Records and Services Division, Office of Personnel, [] has been conferring with the Chief, Transactions and Records Branch, in preparing a course of instruction on the Flex-o-writer System for the Preparation of Personnel Actions. This new instruction will supersede the present block of instruction on SF-52, Request for Personnel Action, offered in Administrative Procedures. 25X1

5. [] spoke at IOC.

25X1

25X1

SECRET